



Accountant IV #02925

City of Virginia Beach – Job Description

Date of Last Revision: 03-05-2020

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 14

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Conduct the complex research, analysis, development, and summarization of financial information for audit purposes and certain financial reporting; perform the financial administration and reporting of complex federal and state grants, and review all capital project contracts; and supervise a staff of accountants.

Representative Work Functions and Responsibilities

Research, analyze, and summarize various financial records to develop complex financial reports, such as, certain federal census bureau surveys, uniform financial reporting transmittal forms required by the Commonwealth of Virginia's Auditor of Public Accounts, financial statements and statistical tables within the Comprehensive Annual Financial Report, Moodys Investors' Service Report, and other financial reports for external entities.

Develop worksheets, research and analyze financial documents and records to develop schedules and working papers on such financial information as depreciation and loss on dispositions on internal service funds, real property, water and sewer customer accounts, real estate and personal property bad debt expense, legal debt margin computation, trend analysis, and other such financial data for independent auditors, City Council, and city departments.

Perform the financial administration and reporting of complex federal and state grants which includes the monitoring of grant expenditures and revenues and ensures compliance with prescribed grantor requirements; communicate with grantor agencies and grantee departments on federal and state guidelines and procedures, contracts, budget amendments, awards, compliance with legal, administrative, and budgetary requirements, and the research, development, and summarization of financial information for reporting to grantor agencies, reimbursement requests, and cash drawdowns.

Review all capital projects contracts as to content to determine compliance with federal requirements, if applicable, and availability of appropriations for the contract amounts.

Supervise a staff of accountants to ensure the accurate and timely completion of assignments.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then

current workloads and department needs.

Performance Standards

Expediently and effectively conduct the research, analysis, development, and summarization of financial information; accurately and diplomatically communicate, both orally and in writing, with grantor agencies, grantee departments on specific inquiries, other city departments, and staff in providing financial information; thoroughly review capital projects contracts and recommend actions in accordance with city, state, and federal policies and procedures; thoroughly complete related work as required in a clear and concise manner with all pertinent data properly documented; effectively assign and monitor the work of subordinate accountants.

Minimum Qualifications

Bachelor's degree in Accounting or related and seven (7) years of experience utilizing the knowledge, skills, and abilities associated with such positions as Senior Accountant or Principal Accountant OR an equivalent combination of education (above high school level) and/or experience equivalent to eleven (11) years in fields utilizing the knowledge, skills, and abilities associated with this position.

Preferred Qualifications

Master's degree in Accounting

Certified as a CPA and/or similar designation

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of accounting principles and auditing standards (especially their applicability to a municipal government) promulgated by the American Institute of Certified Public Accounts, Financial Accounting Standards Board, Federal General Accounting Office, Commonwealth of Virginia Auditor of Public Accounts, and other recognized authoritative organizations.
2. Knowledge of the modern methodology and techniques of financial accounting.
3. Knowledge of governmental accounting, auditing, and financial reporting.
4. Knowledge of commercial law (especially relating to contractual agreements).
5. Knowledge of the applicability of automated data processing and microcomputer systems and software to financial accounting information systems.
6. Knowledge of business mathematics, statistics, and quantitative methods and general knowledge of economics.
7. Knowledge of the effect of federal, state, and city laws and regulations on the city's financial accounting information system and procedures.
8. Knowledge of effective supervisory techniques.

B. Skills

1. Skill in developing detailed worksheets, schedules, working papers, and correspondence in communicating financial information and results.
2. Skill in applying appropriate commercial law knowledge in the review of contractual agreements.
3. Skill in the clear and concise communication (both orally and in writing) of financial information to federal, state, and city agencies with tact and diplomacy.

C. Abilities

1. Ability to comprehend and apply user oriented computer languages, microcomputer

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

- languages and software packages to complex tasks.
2. Ability to provide guidance to the subordinate accounting staff, pre-audit and bookkeeping staff, and city departments on appropriate governmental accounting procedures and city finance guidelines, policies, and procedures.
 3. Ability to establish and maintain effective working relationships with grantor agencies and grantee departments, and with other city departments and staff.
 4. Ability to comprehend the Government Finance Officers Association Certificate of Conformance in Financial Reporting Program requirements.
 5. Ability to work independently and to supervise the work of others.

Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and routine keyboard operations.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes.*

Performs professional level work requiring the application of accounting, legal, or managerial methods in the solution of technical, administrative or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems or coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This job involves a risk of limited to no exposure to any environmental hazards.

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

The job requires normal visual acuity, and field of vision, hearing and speaking.

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